

NOTICE FOR COMMANDERS AND TRAINERS:

AR 350-41 requires RC soldiers in SLs 1-4 to be administered the CTT every 2 years, or more frequently if desired by the unit commander. The RC soldiers in SLs 1-4 in an Active Guard Reserve status will take the CTT annually.

The FY02 CTT will be administered electronically. All materials needed to administer the FY02 CTT is available on the General Dennis J. Reimer Training and Doctrine Digital Library (RDL)

<http://www.adtdl.army.mil>, with both viewing and downloading capability; no printed copy will be replicated or distributed by ATSC.

All CTT task summaries are included in the Manual for the Administration of CTT at the beginning of the task to be evaluated, and are being updated in the General Dennis J. Reimer Training and Doctrine Digital Library (RDL) <http://www.adtdl.army.mil>.

SECTION I - OVERVIEW

1. Applicability. This manual applies to the Active Army, Army Reserve, and Army National Guard.
2. Scope of manual. This manual:
 - a. Explains how tasks for the Common Task Test (CTT) are selected (Section I).
 - b. Provides guidelines for CTT administration (Section II), CTT Administration responsibilities (Section III), CTT scoring (Section IV), and re-scoring of CTT results (Section V).
 - c. Includes a list of the FY02 CTT tasks and time allotments for evaluation (Section VI).
 - d. Risk management tasks are included in STP 21-24-SMCT. Commanders are encouraged to integrate safety, risk management, and force protection into CTT where possible. However, depending on the method of evaluation (e.g., round-robin test stations, field-training exercise (FTX), commanders have the final determination on applicability and feasibility.
 - e. Provides addresses of task proponent agencies so those soldiers may make suggestions for improvement (Section VII).
 - f. Contains overprinted DA Forms 5164-R (Hands On Evaluation) (Appendix A) the CTT Performance Sheets and a sample CTT Results Roll-Up sheet (Appendix B).
3. Purpose: The CTT is used to ensure that all soldiers, regardless of military occupational specialty (MOS), are trained and routinely evaluated on fundamental combat and survival skills. CTT results enable the commander to take corrective steps necessary to ensure soldiers are prepared to fight and survive on the battlefield.
4. Selection:
 - a. Each year, the tasks selected for the CTT are based on nominations of CTT tasks from Major Army Commands (MACOM), the Army Reserve, Army National Guard (ARNG), and the Center for Army lessons Learned (CALL), and Combat Training Centers (CTC).
 - b. MACOM, the Army Reserve, and ARNG nominate tasks that are critical to battlefield survival and unit mission accomplishment. CTC nominate tasks in which units have demonstrated low proficiency during exercises. CALL nominates tasks based on after action reports (AAR) from annual CTC rotations and Take Home Packages, AAR from major exercises and operations, and lessons learned from real world operations.
5. Policy and guidance: AR 350-41 provides policy concerning CTT eligibility, exemptions, and use of test results, test administration, scoring, and reporting.
6. References.
 - a. AR 350-41, Training In Units, 19 Mar 93.
 - b. STP 21-1-SMCT, Soldier's Manual of Common Tasks, Skill Level 1, Oct 94.
 - c. STP 21-24-SMCT, Soldier's Manual of Common Tasks, Skill Levels 2-4, Oct 92.

SECTION II - CTT ADMINISTRATION GUIDELINES

7. Progressive and sequential. The CTT consists of 18 common tasks selected from STP 21-1-SMCT and STP 21-24-SMCT.

a. Core Tasks. All soldiers will be tested on a core of twelve skill level 1 tasks.

b. Tasks for Sequential Skill Levels. In addition, there are two tasks for each higher skill level starting with skill level 2.

Soldiers will test on tasks at and below their level of responsibility (rank), as indicated in the chart below.

THESE SOLDIERS WILL TEST ON THESE TASKS.

RANK	TASKS	TASKS TESTED
PVT-CPL	12 SL1	12
SGT	12 SL1 plus 2 SL2	14
SSG	12 SL1 plus 2 SL2 plus 2 SL3	16
SFC	12 SL1 plus 2 SL2 plus 2 SL3 plus 2 SL4	18

8. Administration scenarios. The CTT normally will be administered in one of the following types of scenarios:

a. Collective Training Event. CTT evaluation should be integrated with training exercises to conserve resources and improve realism. This is the preferred method because it can come closer to actual wartime conditions that soldiers will experience.

b. Test Site. Another method is the test site with individual test stations.

9. Practice and record evaluation.

a. Practice. Prior to the date or dates set for formal evaluation of tasks, soldiers may practice the tasks as many times as desired.

b. Record evaluation. On the announced test date or dates, CTT results should be recorded officially. The soldier will be scored GO/NO-GO for each performance step. The soldier will be scored GO if all steps are passed and NO-GO if any steps are failed. A soldier scoring a "NO/GO" on a task should be told what was done wrong and may be given the chance to do the task correctly. However, the soldier's official "NO/GO" score for the task will not be changed.

10. CTT passing score. The Department of the Army has not established an overall passing score for the CTT. Each task in the CTT is scored independently on a GO/NO-GO basis. Ideally, soldiers should be proficient on all fundamental combat and survival tasks identified in the Soldier's Manual of Common Tasks (SMCT). This includes the tasks evaluated in the CTT.

11. Policy on selecting replacement tasks.

a. Hands On Test. The CTT should be conducted exclusively in the hands-on test mode. However, if equipment required to test a CTT task in the hands-on mode is not available in the unit or easily obtained elsewhere, the commander will select a replacement task from the appropriate SMCT. The commander is responsible for making every effort to obtain the equipment and support personnel required for CTT.

b. Replacement Tasks. The guidelines for selecting a replacement task are as follows. A replacement task:

- (1) Must be in either STP 21-1-SMCT or STP 21-24-SMCT.
- (2) Must be at the same skill level as the task being replaced.
- (3) Should support the unit's mission essential task list.
- (4) Must be approved by a commander in the rank of lieutenant colonel or above in the chain of command.

c. Evaluating Replacement Tasks. Section IV and V provides further details on evaluating replacement tasks.

SECTION III - CTT ADMINISTRATION RESPONSIBILITIES

12. STP 21-1-SMCT.

a. STP 21-1-SMCT, Chapter 1, provides the following information on CTT administration:

- (1) Duties of unit commander, trainer, and soldier.
- (2) Task evaluation procedures.
- (3) Tips on how to train for the CTT.

b. STP 21-24-SMCT provides:

- (1) Tips on how to train for the CTT in Chapter 1.
- (2) A blank copy of DA Form 5164-R in Appendix C.

13. Responsibilities of the test site manager and task scorer. The chart below summarizes the major responsibilities of test site manager (TSM) and task scorer when conducting the CTT.

THE TEST SITE MANAGER WILL:	THE TASK SCORER WILL:
1. Obtain necessary scoring materials. (See Section IV.)	1. Read the SMCT task summary, TRAINING AND EVALUATION section to prepare for task evaluation.
2. Ensure all equipment and support personnel listed in the SMCT task summary are at test site	2. Brief each soldier to be tested according to the SMCT task summary EVALUATION PREPARATION section.
3. Ensure each task scorer has a copy of task the summary and necessary scoring materials	3. Score each soldier using one (1) of the following: DA Form 5164-R or SMCT Evaluation Guide (with overlay)
4. Ensure each soldier's CTT performance is recorded on the CTT Performance Sheet (See Section V.)	4. Transfer the soldier's GO/NO GO score to the CTT Performance Sheet (See Section V)

SECTION IV - CTT SCORING

14. Scoring materials. Soldiers will be scored using one (1) of the following:

- a. Overprinted DA Form 5164-R (from Appendix A, or adapted by the unit for replacement tasks).
- b. Evaluation guides in the SMCT.

15. Hands-On Evaluation, DA Form 5164-R.

a. DA Form 5164-R for all CTT tasks listed in the FY02 CTT Notice is included at the end of each task. Options for using DA Form 5164-R are outlined in the table below.

OPTION 1	OPTION 2
1. Reproduce enough DA Form/s 5164-R to evaluate each soldier	1. Reproduce enough over-printed DA Form/s 5164-R to have one for every 15 soldiers
2. Record the GO / NO GO results on the form	2. Place the form under acetate or in a document protector.
3. Transfer, in ink, GO / NO GO results to each soldier's CTT Performance Sheet	3. Record GO / NO GO results on the acetate or document Protector, with a grease pencil or felt tip marker.
	4. Transfer (in ink) GO/NO GO results to each soldier's CTT Performance Sheet.
	5. Erase the marks on the acetate so it may be used to score the next Soldier.

b. Replacement Tasks. If a replacement task is used on the CTT and the DA Form 5164-R is used for scoring, the TSM will:

- (1) Make a copy of the blank DA Form 5164-R in STP 21-24-SMCT.
- (2) Overprint the form with the performance measures for a task as shown in the SMCT evaluation guide.

(3) Reproduce and use the forms as explained in "A" above.

16. Evaluation guides in SMCT.

a. Evaluation guides for the common tasks are in STP 21-1-SMCT and STP 21-24-SMCT. Each evaluation guide lists the performance measures to be used for CTT evaluation.

b. To use the SMCT evaluation guides for the CTT, do one (1) of the following:

(1) Make copies that can be marked on directly.

(2) Use with an acetate overlay or document protector.

Note: Do not make direct entries on the guides in the SMCT.

SECTION V - RECORDING CTT RESULTS

17. CTT Performance Sheets.

a. Test Site Manager. The TSM is responsible for providing the CTT Performance Sheets (see Appendix B) to the task scorer.

b. Task Scorer. The task scorer is responsible for transferring soldiers' GO / NO GO scores from the DA Form 5164-R/evaluation guide to their CTT Performance Sheet.

18. Preparation of CTT performance sheets. The chart below indicates steps that the TSM should follow when reproducing the CTT Performance Sheet.

IF THE COMMANDER TESTS:	THEN THE TSM WILL:
All the tasks on CTT Notice	1. Remove CTT Performance Sheet from APP "B" in this manual.
	2. Locally reproduce 1 copy per soldier taking the CTT

IF THE COMMANDER TESTS:	THEN THE TSM WILL:
A replacement task in place of a task on the CTT Notice....	1. Remove the CTT Performance Sheet from APP "B" in this manual
	2. Line through the number and title of the task being replaced
	3. Enter the number and the title of the replacement task above the task being replaced
	4. Locally reproduce 1 copy per soldier taking the CTT.

SECTION VI - FY02 CTT TASKS

19. The following is a list of the FY02 CTT Tasks. This task list is also published in the FY02 CTT Notice.

TASK NUMBER	TASK TITLE	SKILL LEVEL
031-503-1013	Decontaminate Yourself and Individual Equipment Using Chemical Decontamination Kits	SL 1-4
031-503-1015	Protect Yourself From NBC Injury / Contamination With the Appropriate Mission Oriented Protective Posture (MOPP) Gear	SL 1-4
031-503-1017	Respond to Depleted Uranium	SL 1-4
031-503-1019	React To Chemical or Biological Hazard/Attack	SL 1-4
031-503-1035	Protect Yourself From Chemical and Biological Injury/Contamination Using Your Assigned Protective Mask	SL 1-4
031-503-1036	Maintain Your Assigned Protective Mask	SL 1-4

071-311-2025	*Maintain an M16A1/M16A2 Rifle	SL 1-4
071-326-0510	React to Direct and Indirect Fire	SL 1-4
071-329-1006	Navigate From One Point On The Ground To Another Point While Dismounted	SL 1-4
071-990-0002	Operate An M16A1/M16A2 Rifle	SL 1-4
081-831-1005	Perform First Aid to Prevent or Control Shock	SL 1-4
113-637-2001	Communicate via a Tactical Radio	SL 1-4
031-503-2001	Identify Chemical Agents Using M256-Series Chemical Detector Kits	SL 2-4
071-326-5505	Issue an Oral Operation Order	SL 2-4
031-503-3005	Submit NBC 1 Report	SL 3-4
154-385-6263	Conduct a Risk Assessment	SL 3-4
071-430-0006	Conduct a Defense by a Platoon	SL 4
154-385-6465	Employ the Risk Management Process During Mission Planning	SL 4

*Soldiers whose MOS and duty position require only the pistol as their personal weapon may substitute the pistol in place of the M16 rifle for evaluation. These soldiers will refer to the appropriate Soldier Training Publication (STP) for training and hands-on test evaluation.

TRADOC is in the process of a common core revision action which impacts all common core tasks at all levels. Some task have been consolidated, others deleted, and a few added, as listed below:

031-503-1013 (SL1) Decontaminate Yourself and Individual Equipment Using Chemical Decontamination Kits

REPLACED STP 21-1-SMCT, OCT 94: 031-503-1007, 031-503-1033, and 031-503-1034.

031-503-1035 (SL1) Protect Yourself from Chemical/Biological Contamination Using Your Assigned Protective Mask

REPLACED STP 21-1-SMCT, OCT 94: 031-503-1004, 031-503-1012, and 031-503-1025, 031-503-1028.

071-990-0002 (SL1) Operate an M16a1/M16a2 Rifle

REPLACED STP 21-1-SMCT, OCT 94: 071-311-2004, 071-311-2007, 071-311-2026, 071-311-2027, 071-311-2028, 071-311-2029, and 071-311-2030.

031-503-1036 (SL1) Maintain Your Assigned Protective Mask

REPLACED STP 21-1-SMCT, OCT 94: 031-503-1005, 031-503-1011, 031-503-1024, 031-503-1026.

113-639-2001 (SL1).Communicate via a Tactical Radio

REPLACED STP 21-1-SMCT, OCT 94: 113-571-1022

071-326-5505 (SL2) Issue an Oral Operation Order

REPLACED STP 24-SMCT, OCT 92: 071-326-5626 (SL 4), 071-326-5775 (SL 4).

20. Test administration times. The following charts lists FY 01 CTT tasks by task number and title. TSM should refer to this chart for planning purposes.

TASK NUMBER	TITLE	
TEST TIME	ADMIN TIME	TOTAL TIME
Asterisk = requirement specified in SMCT. No asterisk = recommended time (based on soldier time tryouts). Soldier should not be failed based solely on exceeding recommended time	Includes instructing soldier; completing DA Form 5164-R and CTT Sheet; restoring test station to order	Test time + admin time

Test administration times for SL 1 tasks

TASK NUMBER: 031-503-1013	TITLE: Decontaminate Yourself and Individual Equipment Using Chemical Decontamination Kits	
TEST TIME	ADMIN TIME	TOTAL TIME
25 minutes	5 minutes	30 minutes

TASK NUMBER: 031-503-1015	TITLE: Protect Yourself From NBC Injury/Contamination With the Appropriate Mission Oriented Protective Posture (MOPP) Gear	
TEST TIME	ADMIN TIME	TOTAL TIME
*9 seconds to don mask and hood remaining steps un-timed (approx 8 minutes total time)	8-15 minutes depends on number of Masks	10-20 minutes

TASK NUMBER: 031-503-1017	TITLE: Respond to Depleted Uranium	
TEST TIME	ADMIN TIME	TOTAL TIME
15 minutes	5 minutes	20 minutes

TASK NUMBER: 031-503-1019	TITLE: React To Chemical Or Biological Hazard/Attack	
TEST TIME	ADMIN TIME	TOTAL TIME
5 minute	10 minutes	15 minutes

TASK NUMBER: 031-503-1035	TITLE: Protect Yourself From Chemical and Biological Injury/Contamination Using Your Assigned Protective Mask	
TEST TIME	ADMIN TIME	TOTAL TIME
*9 seconds to don mask and hood remaining steps un-timed (approx 5 minutes total time)	5-15 minutes depends on number of Masks	10-20 minutes

TASK NUMBER: 031-503-1036	TITLE: Maintain Your Assigned Protective Mask	
TEST TIME	ADMIN TIME	TOTAL TIME
5 minutes	5 minutes	10 minutes

TASK NUMBER: 071-311-2025	TITLE: Maintain M16A1/M16A2 Rifle	
TEST TIME	ADMIN TIME	TOTAL TIME
25 minutes	5 minutes	30 minutes

TASK NUMBER: 071-326-0510	TITLE: React to Direct and Indirect Fire	
TEST TIME	ADMIN TIME	TOTAL TIME
25 minutes	5 minutes	30 minutes

TASK NUMBER: 071-329-1006	TITLE: Navigate from one point on the ground to another point while dismounted	
TEST TIME	ADMIN TIME	TOTAL TIME
10 minutes	5 minutes	15 minutes

TASK NUMBER: 071-990-0002	TITLE: Operate An M16A1/M16A2 Rifle	
TEST TIME	ADMIN TIME	TOTAL TIME
1 minute	2 minutes	3 minutes

TASK NUMBER: 081-831-1005	TITLE: Perform First Aid To Prevent Or Control Shock	
TEST TIME	ADMIN TIME	TEST TIME
15 minutes	5 minutes	15 minutes

TASK NUMBER: 113-637-2001	TITLE: Communicate via a Tactical Radio	
TEST TIME	ADMIN TIME	TOTAL TIME
3 minutes	3 minutes	6 minutes

Test administration times for SL 2 tasks

TASK NUMBER: 031-503-2001	TITLE: Identify Chemical Agents Using M256-Series Chemical Detector Kits	
TEST TIME	ADMIN TIME	TOTAL TIME
5 minutes	10 minutes	15 minutes

TASK NUMBER: 071-326-5505	TITLE: Issue an Oral Operations Order	
TEST TIME	ADMIN TIME	TEST TIME
5 minutes	10 minutes	5 minutes

Test administration times for SL 3 tasks

TASK NUMBER: 031-503-3005	TITLE: Submit NBC 1 Report	
TEST TIME	ADMIN TIME	TOTAL TIME
15 minutes	5 minutes	20 minutes

TASK NUMBER: 154-385-6263	TITLE: Conduct a Risk Assessment	
TEST TIME	ADMIN TIME	TOTAL TIME
5 minutes	10 minutes	15 minutes

Test administration times for SL 4 tasks

TASK NUMBER: 071-326-5630	TITLE: Conduct Movement Techniques by a Platoon	
TEST TIME	ADMIN TIME	TOTAL TIME
10 minutes	20 minutes	30 minutes

TASK NUMBER: 154-385-6465	TITLE: Employ the Risk Management Process During Mission Planning	
TEST TIME	ADMIN TIME	TOTAL TIME
45 minutes	10 minutes	60 minutes

SECTION VII - COMMENTS AND SUGGESTIONS

21. Improvements and suggestions. Soldiers are invited to send comments and suggested improvements concerning common tasks on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the:

a. Responsible proponent agency (action copy). Look at the chart in paragraph 22 below for addresses.

b. Commander, U.S. Army Training Support Center, ATTN: ATIC-DLD-C, Fort Eustis, VA 23604-5166
(information copy ONLY)

22. This chart below list proponent agencies for FY02 CTT tasks. To identify the proponent responsible for a particular task, match the first three digits of the task number with the agency code.

AGENCY CODE	PROPONENT ADDRESS
031	MANSCEN Directorate of Training Development, US Army Engineer Center & Ft. Leonard Wood, 320 Engineer Loop, Suite 220, Ft. Leonard Wood, MO 65473-8929
071	Commandant, U.S. Army Infantry School, ATTN: ATSH-OTT-A Fort Benning, GA 31905-5700
081	Commandant, Academy of Health Sciences, ATTN: MCCS-HTI Fort Sam Houston, TX 78234-6122
113	Commander, USA Signal Center & School, ATTN: ATZH-DTM-I Fort Gordon, GA 30905-5074
154	HQ TRADOC, ATTN: ATBO-SO, Fort Monroe, VA 23651-5000